

## **SUPERVISOR'S BULLETIN**

### **June 2001**

This bulletin is intended to help you understand laws, regulations and the like that affect you in supervising your employees. The intent is to keep the bulletins brief but informative. You can help us in this by providing feedback at the end of the bulletin regarding issues and questions you would like us to address in future bulletins.

#### **Did You Know ...**

1. The single most important factor in employee motivation and performance is reported to be whether or not employees perceive themselves to be valued by their **immediate** supervisor?
2. Army has a pamphlet on Mentoring Civilian Members of the Workforce (DA Pamphlet 690-46). Click on this site to view: <http://www.usapa.army.mil/cpol/dapam690-46/dapam690-46.html>?

#### **Taking Care of People**

Taking care of employees is very important for the government and, especially, for the Corps of Engineers. Not only is successful recruiting for talented technical employees a critical factor in our business, retaining and growing the talent you already have is just as critical in the overall scheme of things. With that in mind, please take a moment to refresh your memory on The Merit System Principles and Prohibited Personnel Practices below.

#### **Merit System Principles**

The merit system principles are the public's expectations of a system that is efficient, effective, fair, open to all, free from political interference, and staffed by honest, competent, and dedicated employees. As the federal government experiences continued change in the management of human resources (centralization, deregulation, delegation, etc.), it becomes increasingly important that line supervisors and managers incorporate the merit system principles into every decision process they use.

#### **The merit system principles are:**

1. Recruit qualified individuals from all segments of society and select and advance employees on the basis of merit after fair and open competition which assures that all receive equal opportunity.
2. Treat employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin sex, martial status, age, or handicapping condition, and with proper regard for their privacy and constitutional rights.
3. Provide equal pay for equal work and recognize excellent performance.
4. Maintain high standards of integrity, conduct, and concern for the public interest.
5. Manage employees efficiently and effectively.
6. Retain and separate employees on the basis of their performance.
7. Educate and train employees when it will result in better organizational or individual performance.
8. Protect employees from arbitrary action, personal favoritism, or coercion for partisan political purposes.
9. Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situation (i.e., protecting people who report things like illegal and/or wasteful activities).

### **Prohibited Personnel Practices:**

The prohibited personnel practices listed below are adapted from Section 2303(b) of Title 5, United States Code.

#### **It is a prohibited personnel practice to:**

1. Discriminate on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.
2. Solicit or consider employment recommendations based on factors other than personal knowledge or records of job related abilities or characteristics.
3. Coerce an employee's political activity.
4. Deceive or willfully obstruct a person's right to compete for employment.
5. Influence any person to withdraw from competition for a position to improve or injure the employment prospects of any other person.
6. Give unauthorized preference or advantage to any person to improve or injure the employment prospects of any particular employee or applicant.
7. Employ or promote a relative.
8. Retaliate against a whistleblower, whether an employee or an applicant.
9. Retaliate against employees or applicants who exercise their appeal rights, testify or cooperate with an Inspector General or the Special Counsel, or refuse to break a law.
10. Discriminate based on personal conduct, which is not adverse to on-the-job performance of the employee, applicant, or others.
11. Violate any law, rule, or regulation, which implements or directly concerns the merit principles.

### **Senior System TAPES Evaluations - Reminder:**

The annual TAPES rating period for employees GS/GM 13 and above ends 30 September 2001.

If the supervisor has supervised the employee for over 120 days and leaves within 120 days of the annual appraisal due date, then he or she must do the employee's annual rating, commonly known as an "early annual." The ending date would reflect the last day the rater is the supervisor. Otherwise, ending date on all forms should be 30 September 2001.

Please be sure to use the updated TAPES forms dated August 1998 (Senior System Civilian Evaluation Report - DA Form 7222, and Senior System Civilian Evaluation Report Support Form - DA Form 7222-1).

Please refer to CELRD Pamphlet 690-1-4 available at <http://www.lrd.usace.army.mil/hr/90-1-4basic.PDF>.

**Feedback:** I would like to see the following issues and/or questions covered in future bulletins:

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Please email your comments to [Helen.Hall@lrdor.usace.army.mil](mailto:Helen.Hall@lrdor.usace.army.mil)